

Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

LEGALIZATION OF EXISTING CONSTRUCTION SUPPLEMENTAL
FORM REQUIREMENTS SHEET

Refer to ' 2-9 of the Code of the Town of North Hempstead

All Applications for the legalization of existing construction shall include the following documentation:

1. Three (3) copies of the completed building permit application with all attachments.
2. Two (2) copies of the site plan with zoning data.
3. Short Environmental Assessment Form.
4. All project related applications shall be filed in conjunction with the building application, including all plumbing, drainage, HVAC, and fire protection.
5. Two (2) sets of construction drawings with original seal and signature of the licensed design professional responsible for the work.
6. Two (2) copies of a current legal survey of the property showing all existing conditions prepared within two years with the original seal and signature of the licensed surveyor.
7. Certification by a licensed design professional that the construction meets the minimum standards of the current New York State Uniform Fire Prevention and Building Code and the Code of the Town of North Hempstead.
8. Electrical certificates from a Town of North Hempstead certified electrical inspection agency.
9. Two (2) copies of the completed Legalization of Existing Construction Supplemental Form.
10. Permit fee of \$1,000.00 based upon Section 2-28.C. of the Town Code. Full fee will be determined by the Building Department and will be due prior to issuance of the Building Permit.

Applicant shall provide complete information on all forms. Do not leave any item blank. Incomplete applications will not be accepted for filing.

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LEGALIZATION OF EXISTING CONSTRUCTION SUPPLEMENTAL FORM

Refer to ' 2-9 of the Code of the Town of North Hempstead

This form must be attached to all Applications submitted for the legalization of existing construction.

Date: _____

Application Number: _____

Section: _____ Block: _____ Lot: _____

Property Address:

Street: _____

City: _____ State: _____ Zip: _____

- 1) Is this Application for the legalization of the existing structure or alteration to the structure the results of the issuance of any Notice of Violation or Summons?

No: _____ Yes: _____

If yes, list violations below and attach copies of violations to this form.

- 2) a) _____
b) _____
c) _____
d) _____
e) _____

Attach separate sheet to list additional Notices of Violations or Summons.

I submit this affidavit with full knowledge that the Building Department and the Town of North Hempstead rely upon the truth of the statements and information contained herein.

Signature of Owner _____

Sworn to me this _____ Day of _____, 20____

Signature of Notary Public: _____